



## UNITED STATES DISTRICT COURT

EASTERN DISTRICT OF LOUISIANA

PROBATION OFFICE

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**Position Title:** Community Resource Specialist

**Location of Position:** New Orleans, Louisiana

**Vacancy Announcement Number:** 17-PRB-01

**Announcement Date:** Wednesday, October 19, 2016

**Closing Date:** Open until filled with first preference given to applications received by Friday, **November 11, 2016**, 5:00 PM Central Standard Time.

**Starting Salary/Classification Level:** \$39,171 - \$63,664 (CL-25) with potential promotion to a CL-26 without further competition (at the discretion of the Chief U.S. Probation Officer and budget permitting).

**Anticipated Starting Date:** To Be Determined

The United States Probation Office, for the Eastern District of Louisiana, is seeking a qualified candidate for the position of Community Resource Specialist. The United States Probation Office, for the Eastern District of Louisiana, is a combined district which encompasses 13 parishes, 12 active Article III Judges, 4 active Senior Judges, and 5 Magistrate Judges. The headquarters office is located in New Orleans, Louisiana. The United States Probation Office employs nearly 50 staff in a total of three locations.

The Community Resource Specialist assist Probation Officers in identifying resources for offenders/defendants in the areas of employment, high school education equivalency certification and preparation, mentorship, vocational training, and other similar services. Community Resource Specialist will be required to interact with offenders convicted of criminal offenses; interview offenders/defendants concerning basic needs; and maintain a detailed written record of case activity.

The Community Resource Specialist is considered a non-hazardous duty position; however, irregular work hours, to include nights, weekends, and holidays may be required. The incumbent may be expected to frequently travel to divisional offices, when necessary.

### Representative Duties:

- Conducts research and demonstrates in-depth knowledge of local and regional Labor Market information using Department of Labor and Bureau of Labor Statistics databases. Utilizes this local labor market information to target new businesses and employers.
- Assists officers by identifying available local resources and in-house programs regarding employment, high school equivalency certification and preparation, mentorship, vocational training, and other similar services applicable to offenders/defendants.
- Assists officers by identifying interests, aptitudes, and abilities of offenders/defendants through interviewing and gathering appropriate information. Assists in developing recommendations for the educational, vocational, training, and employment needs of offenders/defendants. Recommendations should be formed by: 1) a formal assessment of an offender's strengths, weakness and barriers (i.e., risk, needs, and responsivity factors); 2) knowledge of local labor market demand; and, (3) knowledge of Second Chance Act/JATAA resources and programs.
- Identifies and works with cooperative outreach programs and appropriate community personnel regarding employment and/or counseling services. Develops similar ongoing contact with Residential Reentry Center staff, educational institutions, community resource centers, and with employers to assist officers in providing resources to offenders/defendants who have completed or are participating in vocational rehabilitation programs.
- Recommends employment assistance and/or job seeking strategies consistent with offender/defendant goals and objectives, including suggested actions, activities, and resources that lead to employment and/or increased income.
- Identifies resources for instruction in resume writing, job search, interviewing techniques, and workplace integration. Identifies assistance available to offenders/defendants interested in attending school. Facilitate cognition programming to assist in changing offender/defendant behavior.
- Drafts resource materials regarding employment and vocational services which can be used as reference materials/handouts for offenders/defendants and employers, to include bonding, tax credits, and other benefits to hiring offenders/defendants.
- Provides resource and guidance recommendations to officers, or to offenders/defendants in the presence of an officer, or in a generally controlled office setting with a duress alarm.
- Assists officers in working with offenders/defendants toward integration into the job market through cross-training, mentoring, and the use of up-to-date technology.
- Helps plan and organize job fairs and other re-entry events.
- Assists officers in monitoring and evaluating progress toward implementation of offenders'/defendants' employment goals. Identify strategies which promote the continued development and improvement of offenders'/defendants' skills.

### Qualifications

To qualify for this position, applicants must be a U.S. citizen or eligible to work in the United States, be a high school graduate or the equivalent; and have at least one year of specialized experience equivalent to CL-24.

### **Specialized Experience**

Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for work processing, data entry or report generation.

### **Personal Characteristics and Skills (i.e., Preferred Skills)**

The Eastern District of Louisiana strives to maintain and grow a productive, progressive, and positive culture. We recruit and retain staff that promote, reflect, and thrive in that environment. Successful candidates must be leaders and motivators; must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times. A successful candidate will possess the following qualities: optimistic, introspective, honest, helpful, curious, adaptable, committed, and be accountable.

The ideal candidate will also:

- Experience in fields which involves working with high risk individuals with criminal backgrounds;
- Experience working in urban areas;
- Demonstrated knowledge of the criminal justice system (Federal and/or State), along with other government agencies and local community partners which service persons with criminal backgrounds and family services;
- Skilled in job development, mentorship programs, and working with employers; and prior experience organizing events, roundtables, and orientation programs;
- Be skilled in communicating effectively; both orally and in writing, with individuals and groups to provide information, facilitate meetings, and influence decision-makers and strive for high level achievement;
- Have the ability to organize, oversee, and complete multiple projects simultaneously with limited supervision;
- Completion of a bachelor's degree is highly preferred.

### **Additional Information:**

- Qualified applicants will be evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's relevant experience, education, and training. Qualified applicants, only, will be contacted for an interview.
- The interviews will be conducted in New Orleans, Louisiana. Applicants selected for interview will be required to travel to the designated location at their own expense. Only those applicants who are interviewed in person will receive a written response regarding their application status. If you are not contacted by our office following the closing date of this vacancy, another candidate within the recruitment field, with either more experience and/or qualifications, was selected. **Please do not call.**

- The aforementioned position is classified as non-hazardous. As a condition of employment, the selected candidate must successfully complete a full background investigation; however, applicants with a criminal record may not be excluded from consideration. The selected candidate will undergo pre-employment drug testing and, perhaps, random drug testing throughout employment. Further, the selected candidate will be appointed provisionally (for one year). Retention will depend upon satisfactory performance.

#### Benefits:

Employees of the United States Probation Office are not subject to regulations of the Civil Service Commission. However, under the Judicial System they are entitled to the same benefits as other federal government employees. Some of the benefits are:

- During the first three years of full-time employment, employees receive 13 days of paid vacation. Thereafter, between 20-26 days of paid vacation depending upon the length of federal service.
- Employees receive 13 days of paid sick leave (unlimited accumulation) and ten (10) paid federal holidays a year.
- Subsidized medical coverage with pre-tax employee premiums and flexible benefits program for health care, dependent care and commuter/parking expenses.
- Eligibility for Group Life Insurance, Long Term Disability, and Long Term Care coverage.
- Mandatory participation in the Federal Employees Retirement System with employer matching contributions.
- Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.
- Promotions are at the discretion of the court based upon job classification, experience and performance.
- When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

#### How to Apply:

Interested candidates should submit a complete applicant's packet by **5:00 PM, Friday, November 11, 2016**, which includes:

- A letter of interest which includes a detailed narrative statement addressing specific qualifications and relevant experience that outlines your personal characteristics and ability to work within a team environment. The letter should be no more than three pages, single space;
- Kindly attach a resume; and
- A completed Application for Judicial Branch Employment (Form AO-078)

The AO-078 application form can be downloaded from:

[http://www.laep.uscourts.gov/sites/laep/files/AO\\_078\\_Application\\_for\\_Employment.pdf](http://www.laep.uscourts.gov/sites/laep/files/AO_078_Application_for_Employment.pdf)

**YOU MUST REFERENCE THE VACANCY ANNOUNCEMENT NUMBER IN YOUR LETTER OF INTEREST.** Applications will not be considered complete until all of the items listed above have been received by Human Resources. No application material, with the exception of academic transcripts, will be accepted via U. S. Mail. All application material must be submitted **ELECTRONICALLY**, no exceptions.

Please email your complete applicant's packet to: [vacancies@laep.uscourts.gov](mailto:vacancies@laep.uscourts.gov)

Attachments must be saved as **one** PDF file – Multiple attachments WILL NOT be accepted

**Disclosures:**

The United States Probation Office reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States Probation Office requires employees to adhere to a Code of Conduct for Judiciary Employees. The Probation Office will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. We appreciate your interest in employment with our district.

*The United States Probation Office for the Eastern District of Louisiana is an Equal Opportunity Employer*

